

**DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231**

**NGB-ARH**

**9 JUN 2005**

**MEMORANDUM FOR The Military Personnel Management Officers of All States,  
Puerto Rico, the Virgin Islands, Guam and the District of Columbia**

**SUBJECT: Revised Compliance of Army National Guard Enlisted Promotion Policy  
(NGB-ARH Policy Memo #05-040A)**

1. The Army National Guard Promotion Policy dated 1 February 2005 is the only approved method to select, assign and promote enlisted Army National Guard personnel to positions of higher grade. This policy applies to Traditional, Technician and AGR personnel. Each State Military Personnel Management Officer (MPMO) in conjunction with the Human Resource Office (HRO) must review current policies and procedures to ensure compliance with this policy. States desiring to supplement this policy must request an exception prior to implementing any changes.
2. States not in compliance with the ARNG Promotion Policy concerning the selection, assignment and promotion of enlisted Soldiers should change their procedures to comply with this standardized ARNG Promotion Policy. Effective with the date of this memorandum, Soldiers that are selected and promoted outside this approved Promotion Policy may be subject to reduction in grade and position reassignment. States who conducted leadership boards or completed promotion actions prior to this revised memorandum will not be affected.
3. The objective of this memorandum is to provide a standardized promotion system across the 54 states and territories. The challenge for Senior Leaders in every step of the promotion process is to train, coach, and mentor Soldiers in preparation for the next step in their careers. This includes open and honest evaluations that assist Soldiers in reaching their full potential. Furthermore, Senior Leaders that are selected as members of promotion boards should be challenged and charged in selecting the right Soldiers for the next higher grade and be intimately aware of their duties and responsibilities as it pertains to the future quality and operational successes of the organization.
4. Commanders must ensure that unit vacancies are filled utilizing the following priorities in the sequence listed:
  - a. Excess personnel (mandatory);
  - b. Priority Placement List (mandatory);

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c. Lateral assignment (optional);

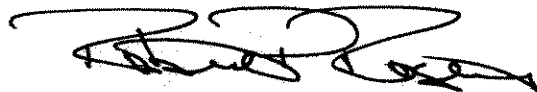
d. Enlisted Promotion List (mandatory);

e. Selection by hiring board (AGR only) upon exhausting a-d above.

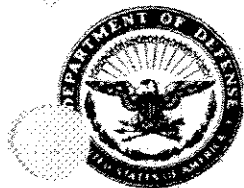
5. AGR Soldiers selected through a hiring board must submit their promotion packet to compete for promotion during the next promotion board, if eligible. Interviews are not authorized to determine promotions of AGR Soldiers into higher graded positions. Soldiers who are eligible and available will be offered the position from the enlisted promotion list, in sequence, as they appear on the list.

6. National Guard Bureau (NGB) remains the proponent of all enlisted personnel policies including the Enlisted Promotion System (EPS). As stated in paragraph 1, exceptions or supplementation of these policies require NGB approval prior to implementation.

7. Point of contact for this action is SGM Greg Heffner at 703-607-3453, DSN 327-3453 or via email at [gregory.heffner@ngb.army.mil](mailto:gregory.heffner@ngb.army.mil).



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14 NOV 2005

MEMORANDUM FOR The Adjutant General, Kansas National Guard, 2800 Southwest Topeka Blvd, Topeka, KS 66611-1287

SUBJECT: Exception to Policy Memo #05-040A

1. After a thorough review and consideration of your request to exempt enlisted AGR Soldiers from the procedures outlined in the ARNG Promotion and Reduction Policy dated 1 Feb 05, I cannot favorably consider your request for the exception at this time.
2. This topic has been openly debated with the ARNG Senior leadership, the Command Sergeants Major Council and the HR community. Presently however, the consensus has been to permit interviews only as noted in paragraph 3.
3. States are authorized to conduct interviews through the normal hiring practices to fill valid enlisted vacancies within the Inspector General office IAW AR 20-1. States are authorized to advertise positions for AGR personnel at the same grade, lateral assignment or upon exhausting the Enlisted Promotion list.
4. The objective of the ARNG Promotion Policy is to provide standardization across the 54 states and territories for all Enlisted Soldiers. Under current policy, both AGR personnel and our traditional force compete for selection and promotion under the same standard. There are three major concerns to overcome before considering modifying current policies. First, the impression given to our traditional force by creating different standards for the full-time force, when the primary focus should be mobilization within the Soldier's MOS qualifications. Secondly, AGR Soldiers selected through an interview process may be required to wait years to receive their promotion based on their standing on the promotion list. The third concern involves the personality that plays into interview boards, many Soldiers will be clearly disadvantaged in this process.
5. Point of contact is SGM Greg Heffner, NGB-ARH, DSN: 327-3453, commercial (703)-607-3453.

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